

Submitting Step-1 ROSES proposals

An increasing number of program elements in ROSES use a 2-step process described in Section IV(b)vii of the *ROSES Summary of Solicitation*. These program elements are clearly marked in Tables 2 and 3 as requesting Step-1 proposals. In the two-step process optional NOIs are replaced by mandatory Step-1 proposals. If the Step-1 proposal is not submitted by the due date listed in the tables then a full Step-2 proposal cannot be submitted. For ROSES program elements that have "Step-1" proposal due dates (rather than NOIs) listed in Tables 2 and 3 the response from proposers must be created and submitted as "proposals" rather than NOIs. Submission of a Step-1 proposal requires submission by the PI's Authorized Organizational Representative. Be sure to allow time for the coordination of this last step in submission.

This document lays out the general steps for the creation of Step-1 proposals. Since this applies to calls in many different divisions, and there are variations between these calls, it may not exactly match your experience.

Log into NSPIRES and select "Create proposal" and choose solicitation as the source and click Continue. Or from the program element page in NSPIRES, select the "Create" button.

Create Proposal

Select Proposal Source

To create a proposal, you must first choose the source of the proposal. The source can be an open solicitation, a previously created Notice-of-Intent (NOI), or a collaborative proposal.

Choose Source

- ☒ **Solicitation**
Search open solicitation announcements for the one you wish to respond to.
- ☐ **NOI**
Create a proposal from your list of submitted NOIs.
- ☐ **Prior-phase Proposal**
Create a (later) phase proposal based on a proposal submitted during an earlier phase.

Continue

Cancel

Do not choose "NOI" as you will not see the opportunity you want in the list later and you will wonder why not. After selecting Continue, you will now be prompted to select the program element (the ROSES call) to which you are responding. In this case I use Exobiology as an example:

<input type="radio"/>	Emerging Worlds	NNH14ZDA001N-EW	2014-02-18	(See Announcement)	2014-03-31
<input checked="" type="radio"/>	Exobiology	NNH14ZDA001N-EXO	2014-02-18	(See Announcement)	2014-04-14
<input type="radio"/>	Exoplanet Research Program	NNH14ZDA001N-XRP	2014-02-18	(See Announcement)	2014-03-31
<input type="radio"/>	Fellowships for Early Career Researchers	NNH14ZDA001N-ECF	2014-02-18	(See Announcement)	2015-03-31

The next couple steps will look familiar if you have ever submitted a proposal via NSPIRES...

Enter a title:

Create Proposal

Solicitation Announcement:

Exobiology

Enter a title for your proposal below.

Proposal Title

Testing the Sagan's Theory of "floaters" and "Sinkers" on Jupiter and other gas giant planets

Continue

Cancel

Link to your organization and click Continue...

Link to Submitting Organization

All proposals must be linked to a submitting organization in order to be submitted to NASA. Once the proposal is released, the organization will submit the proposal to NASA as appropriate. While this is a required step in the proposal process, you do not have to specify an organization at this time.

To link to an organization, select one from your confirmed affiliations list below. And click continue button. If you do not wish to link at this time, select "Do Not Link At This Time".

Submitting Organization

Select	Organization Name	Doing Business As (DBA)	DUNS	Cage Code
<input checked="" type="radio"/>	University of Massachusetts, Essex County.	Miskatonic University	666	Cthu1920

Notes:

- The submitting organization will have the ability to view and edit the proposal.
- Linking an organization to a proposal is permanent. Once the link is established, it cannot be removed. If you are not sure about linking to an organization, do not continue.

Continue

Cancel

Do Not Link At This Time

Confirm the Link to Submitting Organization by clicking continue. Note that once linked, you cannot change the organization to which the draft proposal is linked. If there is any

doubt at this stage about which organization will submit the proposal for you, do not link at this time. The step can be done later, prior to "Release to Org".

Link to Submitting Organization

Please confirm that the organization displayed below is the organization you wish to link this proposal to. Once a link is made, it cannot be changed.

Select "Continue" to confirm this organization. Select "Back" to change your choice.

Submitting Organization Information

NSPIRES Proposal Submission Office

Doing Business As (DBA): Miskatonic University
DUNS: 666
CAGE/NCAGE Code: Cthu1920
Web Site: <http://www.miskatonic-university.org/>

Back

Continue

Cancel

and then confirm proposal creation by choosing save...

Create Proposal

Confirm Proposal Creation

Based on the information you have submitted, you are about to create the following proposal:

Proposal Title:

Step1/Step 2 test by NRESS - please AOR approve this.

For Solicitation Announcement:

NNH12ZDA001N-SHP: Heliophysics Research: Solar and Heliospheric Science

Prior Phase Proposal Import Options

Type

File Name

If this is correct, select "Save" to create the proposal and continue on to the edit proposal screens.

Save

Cancel

You do NOT typically need a budget for a Step-1 proposal. However, if you enter civil servant team members it will ask you for a \$ amount associated with those civil servant team members. If you don't respond it will give you this error (see next page):

Validation Error. You must correct the following error(s) before proceeding:
• If government agency participation is chosen, dollar amount should be specified.

Team Member Information

Member Documents

Assigned Role

Role: PI**
* (** denotes required role for this proposal)

U.S. Government Agency & International Participation

Is this person participating in this project as an employee of the U.S. Government? *

☒ Yes ☐ No

If yes, select U.S. Government agency:

Fish and Wildlife Service

If yes, enter total dollar amount requested:

 just put zero here

Is this person participating in this project as an employee of a foreign organization? *

☐ Yes ☒ No

* Fields marked with an asterisk are mandatory

Unless told otherwise for Step-1 proposals just put in zero and move on.

Note that team members added to a Step-1 proposal must confirm their participation prior to proposal submission. Be sure to allow time for this coordination and be sure to read the solicitation carefully to understand any restrictions that there might be on changing team membership between Step-1 and Step-2.

ATTACHMENTS:

Most Step-1 proposals don't require (or permit) attachment of a PDF file. If no PDF upload is required, you should merely fill in the 4000-character Proposal Summary text box on the NSPIRES cover pages.

However, for some programs where the Step-1 is a few pages long and evaluated, an attached PDF will be required. Please read the program element carefully. You will know whether or not an attached PDF file is required because it will state that clearly in the text of the program element (and provide a page limit) and also because, when "Check Elements", you get will an error for Attachments like:

Proposal Element Check Results		
Status: Some Proposal elements are incomplete. Click on 'View		
Element	Status *	Report
Attachments	X	View Report
Proposal Attachments (1 file)		
Order	File	Type
1	(missing)	Proposal Document

and when you click on "View Report" it says something like:

Errors:

X The Proposal Document must be uploaded.

If an attachment is required, you will still also need to put something into the Proposal Summary text box on the NSPIRES cover pages AND upload a PDF proposal attachment as well.

Be sure to complete the Program Specific Data section of the cover page; for many solicitations there are very important questions asked here that will help NASA in planning for the review of your Step-2 proposal.

As this is a proposal, not an NOI, you cannot submit this at the last moment. You must release it to your organization and it must be submitted by your authorized organizational representative (AOR), so please leave enough time for that.

For those who are new to proposal submission, release of the proposal to org by the PI vs. submission by the AOR are covered [here](#).

Your AOR cannot submit the proposal if there is an error (a red X) but they can if there is merely a warning (the yellow diamond). For those who are new to proposal submission errors vs. warnings are covered [here](#).

As this is a proposal, not an NOI, you have to put in the business data, sorry. This means that in the Business Data Section, you will need to answer the questions under "Other Project Information" including FTEs of civil servants, or you will receive an error message. Don't worry, these answers can be changed in your Step-2 proposal.

As this is a proposal, not an NOI, get confirmation by team members. For those who are new to proposal submission, adding team members is covered [here](#).

Unconfirmed team members will give you an error (a red X) and prevent submission. If you find yourself in this unfortunate situation please contact your program scientist immediately and CC SARA@nasa.gov.

You can reach the NSPIRES Help Desk at (202) 479-9376, or by email at nspires-help@nasaprs.com. Please note that Help Desk hours end at 6 PM Eastern time. Please don't wait until the last minute to submit your proposal.

Please read the instructions in the appropriate research program overview (e.g., B.1 for Heliophysics, C.1 for Planetary Science) and carefully read the program element to which you are responding for any requirements of the Step-1 that are specific to that division or that program element.

Points of contact for all calls can be found [here](#).

Important note: If you change organizations after submission of the Step-1 proposal but before the Step-2 due date, contact the program officer listed in the program element as soon as you know this will be happening, and update your NSPIRES contact information, getting an affiliation with your new organization, as quickly as possible.

Important note 2: Step-2 proposals cannot be started in NSPIRES until Step-1 notifications have been made and the Step-2 structure is opened. If you have received a notification about your Step-1 proposal and the Step-2 option still does not appear to be available, please contact the Help Desk. Sometimes there is a lag between notifications and the opening of Step-2. Instructions on creating the Step-2 proposal are published separately on the program element page.

You can reach the NSPIRES Help Desk at (202) 479-9376, or by email at nspires-help@nasaprs.com.

This document was created by SARA@nasa.gov and last updated on 02/07/2022